



# Development Permit Application

City of Huntsville | 448 State Highway 75 North | Huntsville, TX 77320 | 936-294-5700

## Subject Property Information - This is for information pertaining to the exact site the development is to take place

Address or General Location \_\_\_\_\_

Tax ID / Geo ID # \_\_\_\_\_

Located in (Choose One) ☐ City Limits ☐ Extra-Territorial Jurisdiction (ETJ)

## Development Type — Attach one (1) site plan. See Page 2 for site plan instructions.

### ☐ Building Construction

Will you need a:

☐ Sewer Tap ☐ Water Tap ☐ Driveway Culvert

### ☐ Manufactured Home Connection/Placement

Will you need a:

☐ Sewer Tap ☐ Water Tap ☐ Driveway Culvert

### ☐ Sign Placement

☐ Ground ☐ Marquee ☐ Projecting ☐ Roof ☐ Wall

### ☐ Storage Building/Garage

### ☐ 911 Address for Utility Purposes Only

### ☐ Access/Driveway Construction

Access is to a:

☐ City Street

☐ County Road

☐ State Highway

### ☐ On-Site Sanitary Sewer Facility

(You must submit a design by a Registered Sanitarian)

### ☐ Change of Use

### ☐ Other \_\_\_\_\_

Description of proposed development: \_\_\_\_\_

## Property Owner Information — By signing below, I acknowledge that I am the rightful owner of the property proposed for development; and, if different, I authorize the applicant to serve as my agent to file and execute this CoC on my behalf.

Name \_\_\_\_\_

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_ Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Applicant Information - As authorized by the property owner or write in "Same as above"

Name \_\_\_\_\_ Company \_\_\_\_\_

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Development Permit Application

### Site Plan - Requirements for CoC review only

Site plans should be drawn on 8-1/2" x 11" paper and drawn to a measurable scale (indicate scale used).

Site plans for CoCs must contain the following information for an accurate and timely review:

- ☐ Property lines; ☐ The new development/improvement (indicated); ☐ Existing structures;
- ☐ Distances of the new development/improvement from the property lines and all existing structures;
- ☐ Setbacks as platted; or, by current Code if not platted; and, ☐ Streets labeled.

### Fee - \$25.00 - In the City Limits and in the ETJ

This fee is for the Certificate of Compliance (CoC) only to ensure that the plans comply with zoning, utility and setback requirements. There may be additional permits you must obtain which has a fee associated with them (ie: sign permit, driveway/access permit, building permit, plumbing/electrical permits).

### For Staff Use Only

#### Permitting/Customer Service Desk

Date Received/By: \_\_\_\_\_ Comments: \_\_\_\_\_

#### Property/GIS

911 Address \_\_\_\_\_

#### Engineering

Subject Property ☐ IS located IN ☐ is NOT located IN a 100 year FEMA Flood Hazard Boundary, according to the Federal Insurance Rate Map, Panel Number \_\_\_\_\_, Effective Date \_\_\_\_\_.

Comments: \_\_\_\_\_

#### Planning

Subdivision Name	Volume /Page	Date	Variances
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Setbacks	Front	Side	Rear	Street	Other
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Volume/Page	Date	Abstract	Note:
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Zoning District	M	NC	D	ETJ	Overlay District	A	L	FH	None
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City Utility Availability	Water: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire hydrant: <input type="checkbox"/> Yes <input type="checkbox"/> No	Sewer: <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Zoning</b> <input type="checkbox"/> Comply <input type="checkbox"/> Does not comply <input type="checkbox"/> NA – in the ETJ	<b>Utilities</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<b>Site Plan</b> <input type="checkbox"/> Meets setbacks <input type="checkbox"/> Does not meet setbacks
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Comments: \_\_\_\_\_

#### Permitting/Customer Service Desk

Permit Type: \_\_\_\_\_ Note to Add to CoC: \_\_\_\_\_

- ☐ CoC in City
- ☐ CoC in ETJ